

Instructor Mentor Qualifications & Responsibilities
For DHS-Sponsored, Standardized
Child Passenger Safety (CPS) Training

Host Agency/Course Administrator - Lead Instructor - Instructor Mentor - Co-Instructor

I. Course Requirements - Host Agency will coordinate or provide:

- A designated Course Administrator from the Host Agency (cannot be the Lead Instructor)
- At least two full time CPS Instructors (DHS will pay for 1 instructor per 10 participants)
- A designated CPS Instructor Mentor for any CPS Instructor Candidates
- Minimum class size of 10 participants (registered with SAFE KIDS)
- At least half participant spaces available for open registration
- A participant fee limited to \$250 (*excluding \$60 Safe Kids Certification Fee*)
- Access to training equipment needed for the course (*Ask about: CPS Training Trailers*)
- Community Service Agreement to be completed by participant and employer
- Community service opportunities for new technicians subsequent to the training

II. CPS Instructor Qualifications	Lead Instructor	Instructor Mentor	Co-Instructor
• Current National CPS Instructor Certification	✓	✓	✓
• Minimum # Years National CPS Instructor Certification held	2	2	0
• Minimum # NHTSA Standardized Courses taught	5	5	0
• Strong technical knowledge of issues in CPS course curriculum	✓	✓	✓
• Recent and frequent experience installing/checking car seats	✓	✓	✓
• Able to demonstrate CRS installation in various vehicles	✓	✓	✓
• Engage in activities to maintain CPS skills and knowledge	✓	✓	✓
• Proven presentation and interactive teaching skills	✓	✓	✓
• References available to verify CPS knowledge and experience	✓	✓	✓
• Attended a CPS Technician Refresher Course in past 2 years	✓	✓	✓
• National SAFE KIDS Lead Instructor (Recommended)	✓	✓	
• Able to objectively assess and provide feedback to others	✓	✓	
• Able to coordinate and manage work groups/ instructor team	✓		

III. CPS Instructor Mentor Responsibilities

CPS Instructors are certified by National Safe Kids to conduct the National Standardized Child Passenger Safety Training Program Curriculum. Please follow current policies and procedures found at the [SAFE KIDS CPS Certification](#) web site. Policies and Procedures found in that manual are updated frequently.

A) Before Class

- ☐ Review entire curriculum content.
- ☐ Be prepared to instruct and discuss any modules or sections, **if assistance is needed**.
- ☐ Coordinate responsibilities with course Lead Instructor.
- ☐ Contact Instructor Candidate(s) assigned to class and verify that they have been approved to teach. Obtain a copy of the approval letter from the Instructor Candidate for your files.
- ☐ Verify that Instructor Candidates have received their Instructor's Guide, copy of written exam and key.
- ☐ Copy and review Instructor Candidate Evaluation Worksheet(s).
- ☐ Work with Lead Instructor to coordinate Instructor Candidate teaching and hands-on assignments. Make certain that Instructor Candidates receive assignments at least 2 weeks before class.
- ☐ Coordinate the exact roles of the Instructor team with course Lead Instructor [e.g., *Will Instructor Mentor(s) be teaching and/or handling hands-on exercises? Is there a balance of experienced instructor(s) teaching with the candidate(s)? Can you provide the recommended 5:1 ratio during all hands-on exercises and testing situations?*]
- ☐ Coordinate with Lead Instructor to be certain that all equipment and copies of course materials will be in the classroom when you, Instructor Mentor, arrive for set up.

1. CPS Instructor Mentor During Pre-Class Meeting:

- ☐ Review critical curriculum content with Instructor Candidates.
- ☐ Oversee hands-on testing with Instructor Candidates. *Candidates should be tested in all hands-on skills to assure their knowledge and competence **prior** to teaching the course.*
- ☐ Assist Instructor Candidates with areas of confusion or requests for guidance in planning assigned presentations.

B) During Class

Note: Ideally, the class should function as though Instructor Mentors were not there. While the course participants must be insured a quality experience, the problems encountered should be turned over to the Instructor Candidates to handle. Remember, the role of a mentor is to assess the Candidate's abilities to handle the kinds of conflicts and issues that arise in most courses and provide feedback individually after the Candidate has handled the situation. If mentors are too quick to assist with the process of solving problems (such as timing conflicts, problem students, class issues, etc.), the candidates are not given the opportunity to work it through themselves.

- ☐ Attend all classroom lectures and hands-on activities involving Instructor Candidate(s).
- ☐ Using the standardized evaluation worksheet, evaluate each Instructor Candidate during each teaching or hands-on activity.
- ☐ At the conclusion of each teaching event, meet with the Instructor Candidate to convey areas of strength or need for improvement. These are brief, constructive sessions and designed to help the Instructor Candidate improve before the next presentation.
- ☐ Ensure that the Instructor Candidate adequately covers all curriculum material. Whenever possible, all clarifications or class discussions should be handled directly by the Instructors who are actually teaching so that the class does not lose confidence in the teaching team. If the Instructor Candidate is unable to deliver accurate curriculum content, the Mentor must be prepared to step in and remove the Instructor Candidate from the teaching role and work with the Instructor team to reassign teaching components, per the lead Instructor's direction.
- ☐ Assist Instructor Team to oversee technician written and skills testing.
- ☐ Assist instructor team in the role of "signing off" Technician written and skills testing, the skills evaluations and course checkup event (*Note: Instructor Candidates do not yet have a certification number and, therefore, cannot sign off Technician candidates during course skills evaluations and checkup event.*)
- ☐ Instructor Mentors may participate in classroom instruction but never when their designated Instructor Candidate(s) is presenting.

C) After Class

- ☐ Meet with all Instructors to compare evaluation comments regarding Instructor Candidate performance. *The Instructor Mentor team should come to a final conclusion about the pass/fail status of each Instructor Candidate. The Instructor Candidate should not be surprised by any comments the team has made since they have been made aware of constructive criticism throughout their instructing experience. Each Instructor Mentor should sign off in agreement or disagreement on each Instructor Candidate's Course Completion Log Sheet.*
- ☐ Meet with each Instructor Candidate to discuss pass/fail status and make suggestions for future activities.
- ☐ Instructor Candidates may keep the originals of their Candidate Evaluation Forms and are responsible for completing the remainder of the Course Completion Log Sheet, Agreement and Waiver as well as sending it to SAFE KIDS for Technician Instructor Certification.
- ☐ Make two copies of all course rosters and evaluation forms for submission to SAFE KIDS and for Instructor Mentor's files.
- ☐ Provide "appeal process" information to candidates who are unsuccessful in passing the evaluation criteria. (See Instructor Guide)
- ☐ Send course materials c/o Ms. Semyrra Hines at DHS:
 - ✓ Invoice
 - ✓ DHS Instructor Team Summary & Evaluation Form